

# **APPLICATION**

ZONING —

# **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Select Application Type:	☐ Zoning Change	☐ PD Development Plan ⇒ ☐ New ☐ Amendment						
	☐ Specific Use Permit	☐ Multi-Family Development P	Plan ⇒ □ New □ Amendment					
Development Information	1							
PROJECT ADDRESS:								
Legal Description:			Acreage:					
Current Zoning:		Proposed Zoning:						
Current Use:		Proposed Use:						
Owner Information								
Firm Name (authorized re	presenting agent, if applica	able):						
Owner Name:								
Address:		City:	State:					
ZIP Code:	Telephone:	Email:						
For additional owners, ple	ase include additional cop	ies of pages 1 and 2.						
Representative/Agent Inf								
Firm Name:								
Name:								
Address:		City:	State:					
ZIP Code:	Telephone:	Email:						
Preparer's Signature:								
Printed Name:								
Date:								

FOR OFFICE USE ONLY

AMANDA Sequence Number:



#### **Owner Certification and Disclosure of Interest**

Given under my hand and seal of office on this

\_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_ .

Notary Public in and for the State of Texas

Article XII, Code of Ethics, of the "Administration" Chapter of the Code of the City of Arlington, Section 12.06, requires all persons seeking City Council, Planning and Zoning Commission, or Zoning Board of Adjustment consideration or action concerning any application for rezoning, plat approval, special exception, variance or similar application requiring action by the Planning and Zoning Commission or Zoning Board of Adjustment, to provide the following information. The applicant and the owner shall both file statements in those cases where the applicant does not own the property which is the subject of consideration or action.

Do you believe that a City official or City employee may have a conflict of interest in the aforementioned property or

application? ☐ YES  $\square$  NO If YES, state the name of each person and the department they represent known by you that may have a conflict of interest in the property of the application referenced. Name: \_\_\_\_\_ Council, Board, Commission, or City Department: \_\_\_\_\_ Name: Council, Board, Commission, or City Department: This is to certify that (owner name) \_\_\_\_\_\_, the stated undersigned, is/are the sole owner(s) of the property described in this application, and that I/we have read and understand the "Disclosure of Interest". **Owner Signature** Date Owner Name (print) Agent Signature Date Agent Name (print) Notary Statement - All Signatures Must Be Notarized Before me, the undersigned authority, on this day, personally appeared (owner) me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated. Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_ . Notary Public in and for the State of Texas Before me, the undersigned authority, on this day, personally appeared (agent) me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

## **REQUIRED FEES**

	Request Type	Fee					
	Rezoning to single-family residential RE, RS-20, RS-15, RS-7.2, RS-5, RM-12	\$1,000					
	Rezoning to, or revision of a, PD specifically for a wireless communication facility, with Development Plan	\$2,800 + \$100/acre					
	Rezoning to, or revision of a, PD, with Development Plan	\$2,000 + \$100/acre					
	Rezoning to any other zoning district	\$1,000 + \$50/acre (\$15,000 max)					
	New or Revised Development Plan (without "PD" zoning request) (includes Multi-family Development Plan)	\$1,800 + \$50/acre					
	Administrative Change to Approved Development Plan	\$375					
	New or Revised SUP request with zoning change request	No additional fee					
	New or Revised SUP submitted without zoning change request	\$1,000 + \$50/acre (\$15,000 max)					
Request City Staff to place notification sign on site for additional fee of \$100							

## **APPLICATION SUBMITTAL REQUIREMENTS**

Applications submitted without all required documents and information will not be reviewed, and will be returned to the applicant for revision. Please be sure that all required items are included for the type of application requested. Additional information can be found in Article 10, *Review Procedures* of the Unified Development Code, which is available online at <a href="https://www.arlingtontx.gov/cdp/udc">www.arlingtontx.gov/cdp/udc</a>. If you have questions about the application process or any submittal requirements, please call the Planner of the Day at 817-459-6502.

## **ALL APPLICATIONS**

The f	ollowing	items are	required	with all	types o	of annl	ications
11101	Uniowning	itellis ale	i cuuli cu	with an	LVDCS	JI ADDI	ications.

- ☐ Zoning Application form
- ☐ Owner Certification and Disclosure of Interest form (signed and notarized)
- ☐ One (1) 11" x 17" copy of the subdivision plat (if the property is platted)
- ☐ If request is for (i) a portion of a platted lot, or (ii) an unplatted lot, surveyed site boundary dimensions (metes and bounds) and gross acreage determined by a licensed surveyor must be provided electronically in Microsoft Word format and in hard copy.

The following items should be clearly identified as metes and bounds within the location map's description:

- The point of beginning (POB), describing the corner tie, and a tie to a Global Positioning System (GPS) monument accepted by the City. At least one corner shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part. In case of a location map depicting a completely new area without any specific monument, or recorded addition lot corner, the geographic coordinate numbers of the point of beginning should be provided.
- Metes and bounds calls, stating bearings in degrees, minutes, and seconds, and distances in feet and hundredths of feet.
- Metes and bounds calls of each line should be described in separate paragraphs.
- Curved lines should be defined by their direction left or right, angle of intersection or central angle, radius, arc length, and chord bearing and distance. Non tangent curves should be identified as such.
- Scale factor should be provided in case of ground survey.
- ☐ If the ownership does not match the ownership on the Tarrant County Appraisal District website, <a href="www.tad.org">www.tad.org</a>, a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
- ☐ Additional application submittal requirements, based on type of application (see following pages)



## ADDITIONAL APPLICATION SUBMITTAL REQUIREMENTS

In addition to the items listed above, the following documents must be submitted depending on the type of application (some zoning applications require more detail than others):

ZONI	NG	CHANGE
		e (1) copy of a site plan indicating the dimensions of the structure(s) and the distances from the property lines ly if there are existing structures on site).
PD D	EVE	LOPMENT PLAN
	No.	tes from the completed pre-application conference.
	written statement describing what is to be achieved in the development proposal for the property and how the posal conforms to the criteria established in Section 10.4.3(G) of Article 10, Review Procedures, of the Unified velopment Code. This statement should be prepared as a narrative description of the character of the posed development and rationale behind the assumptions and choices made by the applicant, including the e and ownership of open spaces. This is the applicant's opportunity to describe what they want to do with the operty and why. The applicant may also submit drawings, photographs, company information, and other evant material with the application.	
		olded copies of the PD Development Plan showing the items indicated in the technical requirements below. eet size must be a minimum $11" \times 17"$ and a maximum $24" \times 36"$ .
	Site	e Layout
		Location map, north arrow, scale  Existing zoning and land uses of properties adjacent to the site  Proposed site layout, indicating the size and dimensions of all lots  Proposed land uses and building locations, indicating setbacks from property lines  Square footage, acreage, and density of all proposed land uses and lots  Gross area of streets, sidewalks, and other paved surfaces and its percentage of total property area  Gross area of open space areas and recreational areas and its percentage of total property area  Existing and proposed public and private rights-of-way, easements, and access points into the property
	Ω	Calculation and location of all off-street parking and loading facilities

## Landscape Plan

family, townhouse, etc.)

o Landscape plan per Article 5, Design and Development Standards, Section 5.2 Landscaping and Section 5.3 Screening, Buffering, and Fencing, and any other specific landscaping requirements, noting all required and proposed landscape setbacks, transitional buffers, parking, landscaping, screening, and fencing.

For residential uses, the number, type, and density of each type of dwelling unit (i.e., single-family, multi-

## **Building Elevations**

0	Elevation drawings of all sides of all buildings, showing dimensions, height, building materials, color, texture, and design.
Pre	liminary drainage analysis, if required by the Zoning Administrator for this site.
Tra	ffic impact analysis or traffic circulation analysis, if required by the Zoning Administrator for this property.



#### SPECIFIC USE PERMIT

□ 5 folded copies of the SUP site plan showing the items indicated in the technical requirements below. Sheet size must be a minimum 11" x 17" and a maximum 24" x 36".

## Site Layout

- Location map, north arrow, scale
- Existing zoning and land uses of properties adjacent to the site
- Existing and proposed buildings, indicating square footage of each building and setbacks from property lines
- o Calculations and location of off-street parking and loading facilities
- Site access points and driveway locations
- Location of outdoor storage, outside display areas, and loading docks
- o Signs located on the site and buildings
- Location of recycling and refuse facilities

## Landscape Plan

Landscape plan per Article 5, Design and Development Standards, Section 5.2 Landscaping and Section 5.3
 Screening, Buffering, and Fencing, and any other specific landscaping requirements, noting all required and proposed landscape setbacks, transitional buffers, parking, landscaping, screening, and fencing.

## **Building Elevations**

- Elevation drawings of all sides of all buildings, showing dimensions, height, building materials, color, texture, and design.
- ☐ Preliminary drainage analysis, if required by the Zoning Administrator for this site.
- ☐ Traffic impact analysis or traffic circulation analysis, if required by the Zoning Administrator for this property.

## MULTI-FAMILY DEVELOPMENT PLAN

□ 5 folded copies of the Multi-Family Development Plan showing the items indicated in the technical requirements below. Sheet size must be a minimum 11" x 17" and a maximum 24" x 36".

#### Site Layout

- Location map, north arrow, scale
- Existing zoning and land uses of properties adjacent to the site
- Existing and proposed public and private rights-of-way, easements, and access points to the property
- The number, type, size, and density of each type of dwelling unit in each building
- Location and size of common open space areas and recreational areas, including a description of proposed site amenities
- Building locations, indicating setbacks from property lines and distances between buildings
- Calculations and location of off-street parking facilities, including any parking structures, enclosed garages, or carports
- Description of how Crime Prevention Through Environmental Design practices are incorporated into the site design
- o Location of trash enclosures, storage areas, mailrooms, and accessory structures
- Existing and proposed sidewalks on the perimeter of the site and pedestrian walkways within the site

## Landscape Plan

Landscape plan per Article 5, Design and Development Standards, Section 5.2 Landscaping and Section 5.3
 Screening, Buffering, and Fencing, and any other specific landscaping requirements, noting all required and proposed landscape setbacks, transitional buffers, parking, landscaping, screening, and fencing.

#### **Building Elevations**

0	evation drawings of all sides of all buildings, showing dimensions, height, building materials, color, texture
	nd design.

Ш	Preliminary	/ drainage ana	ilysis, it	required	by the 2	Zoning <i>P</i>	Administrator	for this site	e.
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Traffic impact a							